

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: February 16, 2016
(Approved March 15, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Vice Chair Jenny Longwell at 11:56 a.m., Tuesday, February 16, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Ellen Brocato, Kathy Chovanec, Darla Burnett, Ph.D., MP, and Executive Director Rhonda Boe. Board members Cassie Bradford and Emily Bellaci were absent.

A motion was made by Dr. Longwell to approve the agenda for the February 16, 2016 meeting. The motion passed by roll call vote as follows: Longwell-yay, Brocato-yay, and Chovanec-yay.

The Board reviewed the minutes from the January 12, 2016 meeting. A motion was made by Ms. Brocato to accept the minutes with changes. The motion passed by roll call vote as follows: Longwell-yay, Brocato-yay, and Chovanec-yay.

Pursuant to LSA R.S. 42:6.1(4), Dr. Longwell moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed unanimously.

Dr. Longwell closed Executive Session and reported the following:

Credentials Review Committee:

Behavior Analyst Licensure applicants Amanda Galland, Kasey Lowe, Brandon Orso, Sarah Schultz, and Gina Strate were approved as of February 16, 2016.

Line Technician applicants Emily Cupit, Candace Gordon, Nikisha Young, and Chantelle Coleman were reviewed and approved.

Line Technician applicant Benjamin Alexander-Bloch was reviewed and approved pending receipt of requested documentation.

Complaints Committee:

Ms. Boe will conduct an inquiry with the Attorney General's office for a board advisor and proceed based on information received.

Finance Committee:

Ms. Brocato made a motion to pay the LSBEP January invoice. The motion passed by roll call vote as follows: Longwell-yay, Brocato-yay, and Chovanec-yay.

An Amended Budget for 15/16FY was reviewed and discussed. Dr. Longwell will send questions to CPA. The board will discuss those answers and vote on approving the Amended Budget at next month's meeting.

Resolutions to contract with Carey Holliday, Mark Boyer, James "Tony" Bettevy, and Valerie Dominique for 16/17FY were reviewed. Dr. Longwell made a motion to approve the resolutions for these contracts and for the contracts to be sent out for approval. The motion passed by roll call vote as follows: Longwell-yay, Brocato-yay, and Chovanec-yay.

Jurisprudence Examination Committee:

Policy and Procedures for the Jurisprudence Exam were discussed with revisions being made. Ms. Chovanec will draft for approval at next meeting. The revised Jurisprudence Exam was discussed and reviewed. Ms. Chovanec will present draft for approval at next meeting.

Ms. Chovanec called LPC in Texas about online Jurisprudence Exams for CE hours. She was given the name E Strategy Solutions in Austin, Texas. They provided helpful information on how it works, the costs, the scoring options, setup timetable etc. The Board was very interested and will discuss more at next month's meeting.

Legislative Oversight Committee:

Senator Morrell was contacted about authoring a few minor changes to rules. The Board has not heard back from him as of this time.

Promulgation process has begun on the rules that were approved.

Policies and Procedures Committee:

There were several questions on Supervision Guideline rules. These were discussed and it was decided an email would be sent to all BA's answering these questions.

Basically, the Supervision Guidelines will not come into effect until promulgation is complete; however, BA's are strongly encouraged to begin integrating these guidelines into their practice. There will be no grace period once the promulgation is complete.

A Line Technician must be supervised 5% of the total direct services hours per month. Supervision cannot consist of any electronic devices. The minimum requirement of at least 2 face-to-face contacts per month with at least one being real time 1:1 contact means one meeting can be in group setting but one of those meetings has to be one on one with BA and Line Technician. A BA must supervise his or her Line Technician with every client once every 2 months. This can count toward the 5%.

The total percentage of face-to-face time required is one meeting but it cannot count as your total 5% because there must be a minimum of 2 meetings per Line Technician. Meeting in a group setting can also count as one meeting and if it encompasses 5% for the month a 1:1 meeting is still required between the BA and Line Technician.

Continuing Education Committee:

There was a question concerning the audit process for CEU's. CEU reportable hours begin after the date of licensure.

Long Range Planning Committee:

No new report

Discussion Items:

The Board elections are in progress. 36.9% of the eligible voters have voted.

The Board name assigned is slightly different from the board name agreed upon during inception. Louisiana Behavior Analyst Board as opposed to Louisiana Board of Behavior Analysts. A motion was made by Dr. Longwell to authorize Ms. Boe to work with the bank to have the name changed and to authorize the CPA to have the name on the Fed I.D.# and LA Withholding Acct. #

changed. The motion passed by roll call vote as follows: Longwell-yay, Brocato-yay, and Chovanec-yay.

Promulgations are being worked on and a progress report will be given by Ms. Boe next month.

No future new business.

Dr. Longwell moved to adjourn the meeting at 2:07 p.m. The motion passed by roll call vote as follows: Longwell-yay, Brocato-yay, and Chovanec-yay.